

**MINUTES FOR THE MEETING OF THE
BARABOO PUBLIC LIBRARY
PERSONNEL COMMITTEE**

Date and Time: Wednesday July 15, 2020 – 3:30pm

Location: Lower Level Meeting Room, Baraboo Public Library, 230 4th Ave, Baraboo
WI 53913

I. Called to order at 3:39pm

- A. Noted compliance with Open Meeting Law
- B. Roll call: Present- P. Roland, M. Yates-Wickus, J. Bergin
- C. Approval of the Agenda- PR/MY

II. Public Hearings/Appearances
none

III. Action items

- A. Discussion and possible recommendation to board on changes to Housekeeper position description
-Recommend to board the changes proposed by J.Bergin plus additions regarding chemical knowledge and work environment. See attached.

IV. Information items
none

V. Adjourned at 3:48

Agenda posted on _____
Agenda prepared by J. Bergin

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Library Director at 230 4th Avenue, or phone 356-6166, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

TITLE: CUSTODIAN (PART-TIME)

DEFINITION:

Under the supervision of the Library Director perform skilled and semi- skilled tasks related to interior and exterior cleaning.

I. DUTIES/EXAMPLES OF WORK

1. Clean all interior public and staff areas of the Library: Sweep, vacuum, mop, dust. Clean upholstery and steps.
2. Empty interior and exterior trash receptacles.
3. Perform light exterior cleaning of walks, steps, and porches.
4. Keep inventory of supplies and inform supervisor of needed purchases.
5. Take trash and recycling out daily and deposit in appropriate containers.
6. Keep janitorial room clean, neat, and organized.
7. Keep track of and perform minor maintenance on cleaning equipment.
8. Perform minor maintenance on building systems and fixtures e.g. replace air filters, change light bulbs, adjust ceiling fans.
9. Assist Director to coordinate and schedule service calls to contract vendors e.g. HVAC repair, plumbing, window washer, etc.
10. Minor snow removal (for light snow or backup when snow removal contractor is unavailable)
10. . Regularly communicate with supervisor to discuss plans, share information, and receive direction.
11. . Other duties as assigned.

II. KNOWLEDGE AND ABILITIES

1. Ability to communicate effectively with supervisor and Library staff.
2. Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the Library staff and supervisor.
3. Knowledge of theory and methods of large-scale cleaning of public buildings.
4. Ability to understand and use Safety Data Sheets regarding cleaners, chemicals, and equipment for use in public facilities.
4. Knowledge of computers for time sheet.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as appropriate.
6. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
7. Working knowledge of English grammar and spelling.
8. Demonstration of good character as determined through a background investigation.

III. PHYSICAL DEMANDS OF THE POSITION

1. Sitting, standing, walking, climbing and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing.
4. Far vision at 20 feet or further; near vision at 20 inches or less; use of computers
5. Lifting and carrying: 50 pounds or less.
6. Handling, mixing, picking up cleaning supplies and materials.
7. Fingering: cleaning, polishing, disinfecting, sorting, mixing.
8. Pushing and pulling: objects weighing 30-40 pounds on wheels.
9. Mobility: ability to move around library pulling or pushing cleaning cart, wet mop & bucket, and vacuum. Ability to climb ladders.
10. Ability to work in confined spaces.

IV. MENTAL REQUIREMENTS

1. Communication Skills: Effectively communicate ideas in both written and oral form.
2. Reading Ability: Effectively read and understand information contained on labels, in memos, reports, bulletins, etc.
3. Mathematical Ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
4. Ability to Comprehend and Follow Instructions: Effectively follow verbal and written instructions from supervisor and interpret technical procedures and instructions.
5. Time Management: Set priorities in order to meet assignment deadlines.
6. Ability to work effectively in a constantly changing environment.

V. ENVIRONMENTAL/WORKING CONDITIONS

1. Stress from working under deadlines.
2. Frequent Standing, sitting, getting up and down, stooping, bending, climbing, etc...
3. Possibility of workplace violence
- 4.. Indoor/outdoor work environment

VI. EQUIPMENT USED

Building security system, computer, vacuum, upholstery cleaning machine, miscellaneous cleaning devices and paraphernalia

VII. EDUCATION AND EXPERIENCE

1. High school diploma or GED equivalent.
2. Professional cleaning/maintenance experience preferred.

Position Classification: Grade A

Date: 7/8/2020